

U.S. Mission Kuwait

VACANCY ANNOUNCEMENT NUMBER: 006-16 (T)

OPEN TO: All Interested Candidates / All Sources

POSITION: Intellectual Property Commercial Specialist

OPENING DATE: January 12, 2016

CLOSING DATE: Open until filled

WORK HOURS: Full-time, 40 hours/week

SALARY: KD12,321 p.a.
Ordinarily Resident (OR): FSN-09 (Trainee Level)

USD51,560 p.a.
Not-Ordinarily Resident (NOR): FP-05*(Step1 through Step 4)
(*Final grade/step for NORs will be determined by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Mission in Kuwait is seeking an eligible and qualified applicant for the position of Intellectual Property Commercial Specialist to work in the U.S. Patent and Trademark Office/Foreign Commercial Service (USPTO/FCS) office in Kuwait City.

For candidates residing outside Kuwait:

The Embassy will provide the following benefits for the selected candidate:

- Travel upon arrival and separation only (Economy class air ticket for candidate and dependents).
- Transportation of household effects (excluding shipment of private owned vehicle)
- Temporary lodging not to exceed 60 days.
- Excess baggage (up to 24kg for candidate and 14 kg for each dependent).

BASIC FUNCTION OF POSITION

This is a high level senior Locally Employed Staff position in the U.S. Patent and Trademark Office/Foreign Commercial Service (USPTO/FCS) office in Kuwait City. The incumbent is the principal advisor on all aspects of Intellectual Property Rights (IPR) issues for Middle East and North Africa countries with responsibility and coverage of: Algeria, Bahrain, Egypt, Jordan, Kuwait, Lebanon, Libya, Morocco, Oman, Qatar, Saudi Arabia, Tunisia, United Arab Emirates, and Yemen. The incumbent is responsible for advising, monitoring, analyzing, and reporting on IPR matters. The incumbent needs to evaluate and prioritize IPR developments in his/her region of responsibility by determining which IPR developments are most likely to affect U.S. interests and U.S. businesses. Incumbent is also responsible for developing, organizing, and assisting in a variety of USPTO capacity building initiatives,

including technical assistance programs, training seminars, and conferences on IPR protection, enforcement, and administration. In addition, the incumbent advises U.S. staff and visiting delegations on meetings with the relevant government officials and industry representatives, and accompanies officers and visiting delegations to such meetings while providing necessary support.

The incumbent advises the USPTO team at Post on all policy and program matters, including preparation of the Post Action Plan and performance reports for his/her region of responsibility. Incumbent exercises substantial judgment to promote and advocate for the U.S. Government (USG) on priority IPR, regulatory, and trade issues.

The incumbent is also responsible for developing and maintaining an extensive range of mid- to senior-level contacts with business organizations, chambers of commerce, industry associations, and government ministries or offices that have responsibility for IPR-related issues. Incumbent is responsible for assisting the American Officer in the design and management of USPTO programs in the Middle East and North Africa. Reliance is placed on incumbent's professional expertise, knowledge of local and international laws and/or regulatory practices for achieving USG objectives in the area of IPR in the Middle East and North Africa.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. **EDUCATION:** Possession of a Bachelor's degree in any field.
2. **EXPERIENCE:** Four years of progressively responsible experience in IPR, Business, Government, or NGOs in the fields of international trade, trade promotion, economics, and/or economics research which may include, but is not limited to, corporate transactions, licensing, brand protection, and knowledge of regulatory approval system. Six months of experience in budget management.
3. **LANGUAGE:** Level IV (Speaking/Reading/Writing) English and Arabic. (This will be tested).
4. **SKILLS AND ABILITIES:** Should have ability to multi-task and innovate to address the widest range of legal and management issues. Should have ability to give prompt and substantive advice; lead, manage, and motivate teams. Should possess negotiation skills to deal with advocacy work. Should have strong inter-personal skills to maintain contacts and manage teams. Should have exceptionally strong communication skills to interpret and analyze complex legal projects and situations; to recommend and articulate further course of action quickly and clearly; prepare precise and accurate reports embodying in-depth analytical and legal evaluation; and to render advice with detachment and objectivity, employing sound professional judgment.
5. **JOB KNOWLEDGE:** General knowledge of the U.S. and the Middle East/North African economies and Commercial structure. General knowledge of the principles governing protection of IPR, including patents, trademarks, copyrights, and/or trade secrets, General knowledge of the international agreements governing IPR, e.g. Trade Related Aspects of

Intellectual Property Rights (TRIPS) and treaties administered by World Intellectual Property (WIPO), in order to monitor the host countries' implementation of trade agreements, and to assess the host countries' compliance with international trade obligations. Should have knowledge of the relevant local laws and regulations, including IPR office operation and administration, and adherence to IPR standards of protection and enforcement for the Middle East and North Africa countries.

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be obtained on our website.

SELECTION PROCESS: When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

HIRING PREFERENCE ORDER:

- (1) USEFM who is ALSO a preference-eligible U.S. Veteran
- (2) USEFM OR a preference-eligible U.S. Veteran
- (3) FS on LWOP

ADDITIONAL SELECTION CRITERIA:

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. Candidates who are EFMs, USEFMs, AEFMs, or MOHs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

HOW TO APPLY: Applicants must submit the following documents to be considered:

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. and
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)
3. Copy of passport (including Kuwaiti Residence page) and Civil ID copy.

Note: Resume or C.V will not be considered without an application.

IMPORTANT: Applicants claiming a U.S. Veteran's preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).

WHERE TO APPLY:

Human Resources Office

Human Resources Office
U.S. Embassy Kuwait
Bayan, Block 13, Al-Aqsa Mosque Street

E-mail Address:

hrokuwait@state.gov

NOTE: Incomplete or late applications will not be considered.

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix A - DEFINITIONS

Eligible Family Member (EFM): An EFM for employment purposes is defined an individual who meets all of the following criteria:

- U.S. Citizen or not a U.S. Citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); or
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term "child" shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; or

- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; or
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; and
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM is an individual who meets all of the following criteria:

- U.S. Citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; or
- Child of the sponsoring employee who is unmarried and at least 18 years old; and
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; or
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; or
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM is an individual who meets all of the following criteria:

- U.S. Citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; or
- Child of the sponsoring employee who is unmarried and at least 18 years old; and
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); and
- Is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): A MOH is an individual who meets all of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is not an EFM;
- A MOH is not listed on the travel orders or approved Form F-126 of a sponsoring employee.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.